**eVA Integration Design Team**

Meeting Minutes
September 13, 2004

**Opening**:
The meeting of the eVA integration workgroup was called to order at 10:00 AM on 9/13/2004 in Richmond.

**Present**:

| | |
|---|---|
| Rachel Pace, CWM (phone) | Jan Fatouros, DGS |
| Will Robbins, CWM (phone) | Jerri Kemp, ODU (phone) |
| Maria Hatcher, DGS | Parvin Mirshahi, DGS |
| Marion Lancaster, DGS | Linda Orr, CWM (phone) |
| Dan Rogerson, ODU (phone) | |

**A.    Approval of Agenda**
The informal agenda:
1    – Review Minutes
2    – Review Issues List
3    – Status of AMS Functional/Technical Specification
4    – SCT Status
5    – Review Import/Export Specification and Identify Issues
6    – Next Meeting

**B.    Approval of Minutes**
Minutes were approved as is.

**C.    Issues**

**Open Issues**
See separate issues document.

**Closed Issues**
No items closed at this session.

**D.    New Business**

1.    Review Issues List:
- The list was reviewed and individual names were assigned to each issue.
- Additional issues were identified as list was reviewed.  Maria Hatcher will update the issues list and disseminate it to the group.

2.    Status of AMS Functional/Technical Specification:
- No Change

3.    SCT Status:
- CWM has not signed the commitment to purchase the Data Integration software and services.  Still negotiating with SCT on services.

\*\*\* Note:  Minutes reflect discussions, not final decisions.  A separate document will be provided with final decisions.

- Marion Lancaster is still waiting on the SCT Integration technical document from Jim Dye. Still waiting on SCT's attorney to give the OK.

4. Review Import/Export Specification and Identify Issues:
   - Marion completed 1st cut review of the Requisition Import/Export Specification fields (new requisitions only, change and cancel were not discussed). The issues identified will be logged, documented and disseminated to the group on a separate document by Maria Hatcher.

5. Next Meeting:
   - At the next meeting cancellation and change orders will be reviewed and discussed.

**E.    Weekly Meetings**
The next weekly integration meeting will be held on <u>Monday, September 20, 2004 </u>at DGS in the ISS 9th floor conference room starting at 10:00 a.m. Please be prepared to give your agency's status on the integration effort and problems if any.

**Open Action Items**
Old:
1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Get access to SCT documentation (Marion Lancaster)
6. Document of software cost to CWM (Berni Kenney)
7. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
8. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
9. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
10. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)

**Closed Action Items**
1. Document issues and issues log (Marion Lancaster and Maria Hatcher)
2. Ask AMS if attachments are part of the integration? (Marion Lancaster)
   (Response:  Attachments are not part of the integration)


Prepared by Maria F. Hatcher


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